

PPUG Minutes

September 5, 2007

Introductions:

- Central Payroll: Collene Smith, Brenda Shelinbarger, Dawn Lockert, Jessie Gooch, Nghi Huynh
- Chandra Williams from DHR
- Technology Management Unit: Ron Riedl
- Employee Benefits Unit: Suzanne Kubec
- Colorado PERA: Jeffrey Cable, Rose Montano, Annette Cote

Central Payroll Duties:

- Please try to remember to look at the website to see who your contact should be when calling with a question
- We will do our best to help you or direct you to the correct person, but it is less frustrating for you if you look up the correct person before contacting us

Front Desk:

- You all saw email about Kris leaving Central Payroll
- We are trying to fill the position, but be patient with us in the meantime
- We are cross trained and are filling in, but your main contacts will be Brenda and Jessie for CHOP's and sorting payroll
- If you are unsure of a duty that Kris used to do, please contact me and I will get you to the person handling that duty
- Also, if you know someone who is interested in an Accounting Tech I, please let me know

CHOP Policy:

- Please remember to look at the CHOP Policy on our website when you are doing a CHOP to make sure it is within the policy
 - Policy is located at:
[http://www.colorado.gov/dpa/dfp/sco/payroll/howdoI/SCO Chop Policy.pdf](http://www.colorado.gov/dpa/dfp/sco/payroll/howdoI/SCO%20Chop%20Policy.pdf)
- If it is NOT, you will hear from us
- Remember that if your controller is asking for an exemption to the policy that the email stating approval should either be emailed or faxed with the CHOP so we have it because we are not always aware that an exception is being asked for

Payroll Adjustment Worksheet (PAW):

- The PAW has been created in Excel and is on our Central Payroll web page
- Please begin to use it
- You can email them to Jessie as long as you only send the last 4 digits of the SSN on the form

Payroll Deduction Policy:

- Went into effect on 8/1/07
- Collene has seen a draft of the policy and given her input
- Nothing is official yet
- What is proposed is that the vendor (union, pre-paid legal, 529 college savings plans...) will apply and once approved, employees will then complete deduction authorization forms
- Emails will be sent with instructions for payroll and HR once each deduction is approved and implemented

SSN to EID Update:

- We are still progressing toward the Dec. 24 conversion date for the SSN to Employee ID in CPPS
- We have met with all agencies who have internal systems
- Those agencies have either completed or are working on project plans for the conversion
- In December, we will have training for HR and Payroll on how your work will change because of this conversion
- It is very minimal, but we will have training at the December PPUG meeting
- Please plan on attending now

Terminated Employees & Insurances:

- Jessie asked to remind you to make sure all benefits and suspended balances are paid on a terminated employee's last paycheck.
- If you are processing a CHOP, please terminate the employee before their next scheduled payroll processes so the State shares do NOT pay again and suspended balances are created
- Community Colleges
 - Please review the DD002 Suspended Balance report on Document Direct
 - Most of the balances for you is PERA life (GTN 059) for employee who are no longer working
 - Please terminate them and notify Jessie so she can delete the suspended balance
 - If you cannot terminate them for some reason, please process a DU to stop the deduction

401k & Retirement Choice:

- Reminder that until an employee makes a choice in their retirement plan, they CANNOT have a 401k deduction
- They can ONLY have 401k if they choose one of the PERA plans or default
- We are working on changing CPPS to have a default that does not allow 401k and that PERA will not send out 401k information, but do not have that working yet
- Once that is in place, we will send an email notifying everyone of the change and how it changes your procedures

- Collene will also contact a couple of the “special” agencies to work with them on their procedures

Direct Deposit Report on Document Direct:

- Please look at report DDTRMDEP on Document Direct to see any of your employees who have terminated in CPPS, but still have a direct deposit set up
- This report is informational for your agency
 - If your agency has internal systems, like Kronos, that deleting this information will cause problems, please add it to your termination/transfer check list so you will not have other issues
- It is beneficial to either delete the direct deposit screen upon termination, in most cases, or to use this report to do it
- If the employee returns and you do not verify their banking information, their direct deposit could go to the wrong financial institution
- The only time Central Payroll will delete a direct deposit is if:
 - We received a “Notification of Change” from our bank (this is usually not for terminated employee)
 - If we are doing maintenance on the Financial Institution table in CPPS and the only people at a certain bank are terminated, then we will delete their information so we can then delete the bank’s information

Brenda Shelinbarger presented about Immigration and state tax changes. The document is attached in the email.

Suzanne Kubec presented information about the 457 plan and State DC updates and her notes are attached in the email.

- Nghi had a few reminders also:
 - Make sure the Retirement Choice form is complete and signed before any change is made in CPPS. If the contributions are sent to the any of the State DC plans or PERA DC when it should not be and the investment has a loss, the agency will be responsible for the shortage.
 - 401K and 457 contributions cannot be set up at 100% due to mandatory and voluntary deductions (Retirement, Medicare, insurances...). 401K and 457 is based on gross pay and not net pay.

Chandra Williams presented information about transfers and rehires and how to properly process within CPPS. She then had the representatives from Colorado PERA come up for the discussion about what effect CPPS transactional processing has on PERA and your employees or former employees.